

Domestic water heater quarterly maintenance checklist

A quarterly domestic water heater round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against IPC / UPC plumbing codes. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing or maintenance tech on the quarterly mechanical round. When: Every quarter, paired with the recirculation pump check since the two fail together.

Safety devices

- ☐ **T&P relief valve lifted and reseated**
Valve actuated briefly, flows freely and reseats without weeping, discharge line unobstructed and terminated correctly. 2 photos required
- ☐ **Expansion tank charge checked where fitted**
Tank pre-charge checked against system pressure, not waterlogged. No photo required

Combustion and venting

- ☐ **Vent and intake clear and properly sloped**
Full vent run visually checked, no sagging, corrosion or blockage, clearances to storage maintained. No photo required
- ☐ **Burner flame and ignition observed**
Steady blue flame on gas units, clean ignition, no rollout or sooting signs. No photo required

Leaks and temperature

- ☐ **Tank, fittings and pan checked for leaks**
No moisture at connections, no rust trails on the jacket, drain pan dry and alarmed where fitted. 2 photos required
- ☐ **Delivered temperature verified at a fixture**
Actual fixture temperature measured and compared against the setpoint and any mixing valve setting. 1 photo required
- ☐ **Tank thermostat setting recorded against the design**
Setting compared with the design storage temperature, any change noted; an electric tank's thermostat behind the element cover is read locked out, or under the energized-work procedure with its PPE. 1 photo required
- ☐ **Drain valve closed, capped and not weeping**
Drain valve shut tight with a cap or hose fitting in place, no drip or mineral crust at the stem or outlet. 1 photo required

Installation and record

- ☐ **Energy supply checked: gas train or electric disconnect**
Gas units: shutoff operable, connector and drip leg sound, no gas odor. Electric units: disconnect labeled, junction box covered, no heat marks. 1 photo required
- ☐ **Burner or element covers fitted and labels legible**
Burner door or element access covers in place, rating plate and operating instructions readable, no scorching or melted insulation at the jacket. 1 photo required

- ☐ **Tank sits level on its base with restraints tight**
Tank plumb on the floor, pad or stand, no rocking, straps or brackets snug and anchored wherever the design calls for them. 1 photo required
- ☐ **Heater left running and holding its setpoint**
Any lock removed by whoever hung it, gas or power on, and the heater firing or heating on a call with delivered temperature back near setpoint before the tech leaves. No photo required
- ☐ **Quarterly findings logged to the heater record**
Readings, the relief valve result and any leak or venting concern entered against the heater tag for the plumbing lead to review. No photo required